



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM JS/KS
Finance LC
DA NA
Risk Mgt. NA
HR NA
Grant Mgt. GE

STAFF REPORT

BOARD MEETING DATE: October 14, 2014

DATE: September 23, 2014

TO: Board of County Commissioners

FROM: Frank Schumann, Captain, Special Operations Division
321-4912, fschumann@washoecounty.us

THROUGH: Michael Haley, Sheriff *[Signature]* for Michael Haley, Sheriff

SUBJECT: Approve acceptance of up to [\$17,374.25] no match required, in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI JTTF. Funds are retroactively available from 10/1/14-9/30/15. (All commission districts).

SUMMARY

The FBI has approved for the Washoe County Sheriff's Office to be reimbursed for overtime worked by deputies assigned to work full time on the FBI Joint Terrorism Task Force on activities that are directly associated with the task force. This amount is not to exceed \$17,374.25. Change was submitted in mid-September and submitted to the first available BCC meeting.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

None.

BACKGROUND

The Washoe County Sheriff's strives to establish collaborations with various local, state, and federal agencies. The FBI recognizes the cooperation received from our agency and has authorized reimbursement for the overtime expenses incurred by deputies assigned full time to their task force while working on FBI task force activities.

AGENDA ITEM # 10m3

GRANT AWARD SUMMARY

Project/Program Name: Joint Terrorism Task Force (JTTF)

Scope of the Project: Various law enforcement activities associated with the FBI task forces.

Benefit to Washoe County Residents: Increase detection, investigation, and prosecution of crimes involving terrorism.

On-Going Program Support: N/A

Award Amount: Overtime reimbursement not to exceed \$17,374.25

Grant Period: 10/1/14 - 9/30/15

Funding Source: Federal Bureau of Investigation

Pass through From: N/A

CFDA Number: N/A

Grant ID Number: 319X-HQ-A1487710-LV-JTTF-B

Match Amount and Type: none

Indirect Cost Rate (applicable to the award):

Grant's recoverable indirect cost rate:

- ☐ Indirect costs are fully recoverable
- ☒ Sponsor does not allow for indirect cost recovery
- ☐ Sponsor has limited indirect cost recovery at ___ %
- ☐ Sponsor requires indirect Cost Rate Approved by Cognizant Agency

Special Terms & Conditions: Our agency will be reimbursed only for overtime hours associated with activities associated with the FBI task force. New Cost Reimbursement Agreements (CRA) are not issued each year. This year we only received the Notice Of Limits letter as verification of new funding.

Sub-Awards and Contracts: N/A

FISCAL IMPACT

Should the board accept this reimbursement award and approve these amendments, the adopted budget will be increased by \$17,374.25 in both revenues and expenditures in the following accounts. No match required.

Increase Revenues

11203 – 485129 – (Federal Bureau of Investigations)	\$17,374.25
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Increase Expenditures:

11203 – 701300 - (Federal Bureau of Investigation)	\$17,374.25
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This is reimbursement based funding. No match required.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve acceptance of up to [\$17,374.25] no match required, in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI JTTF. Funds are retroactively available from 10/1/14-9/30/15.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: Move to approve acceptance of up to [\$17,374.25] no match required, in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI JTTF. Funds are retroactively available from 10/1/14-9/30/15.

JTTF

NOTICE OF LIMITS

FOR

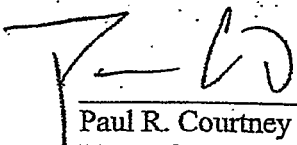
FY 2015 STATE AND LOCAL OVERTIME REIMBURSEMENTS

Subject to the availability of funding and legislative authorization, the FBI may reimburse state and local law enforcement agencies (LEA) for the cost of overtime incurred by officers assigned **full-time** to FBI managed task forces provided the overtime expenses were incurred as a result of task force related activities. Consistent with regulation and policy, a separate Cost Reimbursement Agreement (CRA) must be executed between the FBI and the LEA and an underlying Memorandum of Understanding (MOU) must exist in support of the task force relationship.

For Fiscal Year 2015, the maximum limits for reimbursements under these CRAs are \$1,447.85 per month and \$17,374.25 per year for each officer assigned **full-time** to the task force. These limits are effective for overtime worked on or after October 1, 2014.

These reimbursements are limited to eligible officers' direct overtime salary expenses and shall not include any costs associated with the LEA's indirect expenses or officers' benefits such as retirement, social security, and similar related expenses.

FBI field offices and state and local law enforcement agencies may process overtime reimbursement requests under formally executed CRAs in accordance with the authority of this notice. This notice is issued unilaterally by the FBI's Head of Contracting Activity and does not require formal acceptance and signature by FBI field offices and state and local law enforcement agencies.



Paul R. Courtney
Head of Contracting Activity
Federal Bureau of Investigation

9.25.14

Date

Knowles, Jeanie

From: Layne, Jason K. <Jason.Layne@ic.fbi.gov>
Sent: Monday, September 22, 2014 4:37 PM
To: Knowles, Jeanie
Subject: Re: FBI task forces: JTTF and Child Exploitation

Jeanie, we don't complete a new CRA each year, just update the OT limits

From: Knowles, Jeanie <JKnowles@washoecounty.us>
To: Layne, Jason K.
Sent: Mon Sep 22 19:11:56 2014
Subject: RE: FBI task forces: JTTF and Child Exploitation

Hi Jason,

I do have this letter – this is the one that Sgt. Carry brought to me. But usually we also get one like the one I've attached that specifies the JTTF and the Child Exploitation Task Forces.... If I don't need those, I'll take this one to our BCC instead. Thanks,

*Jeanie Knowles
Washoe County Sheriff's Office
Grant Administrator
(775) 328-3013*

From: Layne, Jason K. [mailto:Jason.Layne@ic.fbi.gov]
Sent: Monday, September 22, 2014 3:56 PM
To: Knowles, Jeanie
Subject: RE: FBI task forces: JTTF and Child Exploitation

Here ya go Jeanie ☺

**SA Jason K Layne
FBI Las Vegas
Squad 9 / JTTF / International Terrorism
Desk: (702) 584-5879
Cell: (702) 279-6181**

From: Knowles, Jeanie [mailto:JKnowles@washoecounty.us]
Sent: Monday, September 22, 2014 11:13 AM
To: Layne, Jason K.
Subject: FBI task forces: JTTF and Child Exploitation

Good morning:

Sgt. Carry brought me a new "Notice of Limits For FY15 State and Local Overtime Reimbursements" letter. In order to take the funding to the Board of County Commissioners, I need the Overtime Reimbursement Letters for the specific task forces. Can you let me know when we'll get those? I'm trying to get on the BCC agenda.

Thanks,

COST REIMBURSEMENT AGREEMENT
BETWEEN
THE FEDERAL BUREAU OF INVESTIGATION (FBI)
AND

WASHOE COUNTY SHERIFF'S OFFICE

TASK FORCE FILE: 319X-HQ-A1487710-LV-JTTF-B

Pursuant to Congressional appropriations, the FBI receives authority to pay overtime for police officers assigned to the formalized Joint Terrorism Task Force as set forth below for expenses necessary for detection, investigation, and prosecution of crimes against the United States. It is hereby agreed between the FBI and Washoe County Sheriff's Office, located at 911 Parr Boulevard, Reno, NV, Taxpayer Identification Number: 88-6000138, Phone Number: (775) 328-3001, that:

1. Commencing upon execution of this agreement, the FBI will, subject to availability of required funding, reimburse the agency for overtime payments made to officers assigned full-time to the task force.

2. Requests for reimbursement will be made on a monthly basis and should be forwarded to the FBI field office as soon as practical after the first of the month which follows the month for which reimbursement is requested. Such requests should be forwarded by a Supervisor of the agency to the FBI Task Force Squad Supervisor and Special Agent in Charge for their review, approval, and processing for payment.

3. Overtime reimbursements will be made directly to the agency by the FBI. All overtime reimbursement payments are made by electronic fund transfer (EFT). An ACH Vendor/ Miscellaneous Payment Enrollment Form must be on file with the FBI to facilitate EFT.

4. Overtime reimbursements will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this agreement. However, said reimbursement, per officer, shall not exceed monthly and/or annual limits established annually by the FBI. The limits, calculated using Federal pay tables, will be in effect for the Federal fiscal year running from October 1st of one year through September 30th of the following year, unless changed during the period. The FBI reserves the right to change the reimbursement limits, upward or downward, for subsequent periods based on fiscal priorities and appropriations limits. The FBI will notify the agency of the applicable annual limits prior to October 1st of each year.

5. The number of agency officers assigned full-time to the task force and entitled to overtime reimbursement by the FBI shall be approved by the FBI in advance of each fiscal year. Based on the needs of the task force, this number may change periodically, upward or downward, as approved in advance by the FBI.

6. Prior to submission of any overtime reimbursement requests, the agency must prepare an official document setting forth the identity of each officer assigned full-time to the task force, along with the regular and overtime hourly rates for each officer. Should any officers change during the year, a similar statement must be prepared regarding the new officers prior to submitting any overtime reimbursement requests for the officers. The document should be sent to the field office for FBI review and approval. *done*

7. Each request for reimbursement will include the name, rank, ID number, overtime compensation rate, number of reimbursable hours claimed, and the dates of those hours for each officer for whom reimbursement is sought. The request must be accompanied by a certification, signed by an appropriate Supervisor of the agency that the request has been personally reviewed, the information described in this paragraph is accurate, and the personnel for whom reimbursement is claimed were assigned full-time to the task force.

8. Each request for reimbursement will include an invoice number, invoice date, taxpayer identification number (TIN), and the correct banking information to complete the electronic fund transfer. The necessary banking information is the Depositor Account Title, Bank Account Number, Routing Number, and Type of Account (either checking, savings, or lockbox). If the banking information changes, a new ACH Vendor/Miscellaneous Payment Enrollment Form must be submitted to the FBI.

9. Requests for reimbursement must be received by the FBI no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2013 must be received by the FBI by December 31, 2013. The FBI is not obligated to reimburse any requests received after that time.

10. This agreement is effective upon signature of the parties and will remain in effect for the duration of the agency's participation in the task force, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This agreement may be modified at any time by written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.

FOR THE AGENCY:

[Signature]
Washoe County Sheriff's Office

Date

FOR THE FBI:

[Signature]
Special Agent in Charge
Las Vegas Division

2/25/13
Date

[Signature]
Contracting Officer
FBI Headquarters

2/19/13
Date

Maury V. Taylor
Contracting Officer
Federal Bureau of Investigation